

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

**ANNEX TO THE REGULATION OF
THE DOCTORAL TRAINING AND THE
DOCTORAL DEGREE AWARD PROCEDURE OF
THE UNIVERSITY OF MISKOLC GOVERNING
THE ENTERPRISE THEORY AND PRACTICE
DOCTORAL SCHOOL**

**OPERATIONAL REGULATIONS OF
THE ENTERPRISE THEORY AND PRACTICE DOCTORAL
SCHOOL OF THE UNIVERSITY OF MISKOLC**



Miskolc, 2016

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

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Academic Regulations No. 1.1.29



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TRAINING AND THE DOCTORAL DEGREE AWARD
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GOVERNING THE ENTERPRISE THEORY AND PRACTICE
DOCTORAL SCHOOL**

**OPERATIONAL REGULATIONS OF THE ENTERPRISE
THEORY AND PRACTICE DOCTORAL SCHOOL OF THE
UNIVERSITY OF MISKOLC**

**REGULATIONS ADOPTED BY SENATE RESOLUTIONS No. 190/2016 and 297/2016
OF THE UNIVERSITY OF MISKOLC**

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UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Section 1

Establishment of the Doctoral School

- (1) The Council of the Faculty of Economics adopted a support resolution to establish the Enterprise Theory and Practice Doctoral School (henceforth Doctoral School) on 8th May 2001. The Hungarian Accreditation Committee (henceforth MAB) approved the accreditation of the Doctoral School on 25 March 2002, and confirmed it on 2 October 2009 and 3 June 2015. The Doctoral School operates according to the Regulation of the Doctoral Training and the Doctoral Degree Award Procedure of the University of Miskolc (henceforth MEDSZ), which is applicable to each issue which is not regulated by the Faculty. Doctoral schools design operational regulations which the University Doctoral Council approves and the Senate adopts. The operational regulations of the doctoral schools are annexes to MEDSZ.

Section 2

Organisation and development of the operation of the Doctoral School

(1) Name and details of the Doctoral School

Name:	Enterprise Theory and Practice Doctoral School
Postal Address:	3515 Miskolc, Egyetemváros
Phone No.:	+36 46 565 111/20 35
Fax:	+36 46 565 111
E-mail:	rekemi@uni-miskolc.hu
Website:	http://gtk.uni-miskolc.hu/doktoriiskola/
Operational Framework:	The Enterprise Theory and Practice Doctoral School operates at the Faculty of Economics of the University of Miskolc.

(2) Role of the PhD programme:

- a) The role of the PhD programme is to prepare doctoral students to perform theoretical (professional research in research institutes), academic (education) and practical management tasks.
- b) In our PhD programme, we intend to strengthen the interdisciplinary approach and, in order to enforce this, we develop our co-operation with the programmes of other faculties and their academic staff.
- c) In building our relationship with the other Hungarian universities, we prefer to develop national - or regional - training competence centres. This is in line with the emerging Hungarian higher education development endeavours.
- d) We place particular emphasis on economic theoretical and social theoretical training in its broader sense as well as scientific theoretical and methodological training in the PhD programme.
- e) In order to meet the needs of preparing doctoral students for practical life, we incorporate a large number of business practice problems in the PhD curriculum.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

(3) Developing the International Relations of the Doctoral School

- a) The increase in the number of Erasmus and Stipendium Hungaricum scholars requires the introduction of PhD subjects offered in English. Implementation is planned gradually, depending on the language skills of academic staff and students. During a transitional period, English and Hungarian language education will be present in parallel within the Doctoral School.
- b) For the efficient use of our academic resources, parallel training in English and Hungarian is only maintained until it is needed.
- c) General and specific purpose English language skills will be assessed during the admission procedure. This is to be developed in consultation with the Foreign Language Teaching Centre (henceforth IOK).
- d) Following the decision of the Disciplinary Doctoral Council, the management of the Doctoral School assesses the commitments of the academic staff involved in the PhD programme, i.e. from when (immediately or in a few years) and in which subjects they undertake to teach in English. If we are not able to provide the faculty background for all compulsory or planned elective subjects, we will try to provide the academic background with the co-operation of other university faculties. When switching to subjects taught in English, priority is given to compulsory subjects.
- e) The English language is introduced not only in the subjects taught but also in PhD supervision, in the gradual way described above. We also rely on the professors emeriti of the Faculty to teach and supervise doctoral students.
- f) Depending on the financial resources available for doctoral training, we provide our doctoral students with the opportunity to participate in international conferences and workshops which enable them to become part of the international academic community, develop their language skills and contribute to the increase in the number of foreign language publications in journals published abroad.
- g) The minimum foreign language publication requirements based on the rankings of international journals are determined by the TDT in a separate resolution.
- h) Depending on financial resources, we initiate the invitation of foreign professors to hold intensive PhD courses of one to two weeks. This is planned in disciplines and specialization areas in which a foreign professor has a deeper understanding than our faculty.
- i) We seek opportunities for junior supervisors to participate in research supervision seminars organized by EDAMBA (European Doctoral programs Association in Management & Business Administration).
- j) The authors of Summa Cum Laude dissertations are encouraged to participate in the EDAMBA Doctoral Thesis Competition. (An alumnus of the University of Miskolc was awarded the first prize in 2006.)
- k) We are gradually expanding opportunities for our doctoral students to participate in EDAMBA Summer Research Academies. To this end, the Doctoral School is trying to secure the financial funding from grant sources.
- l) PhD candidates have the opportunity to submit their dissertation in English or German. In such cases, the submission of a dissertation in Hungarian is not required.

(4) Head of the Doctoral School

The general representative of the Doctoral School is the Head of the Doctoral School, who is a university professor and a core member of the Doctoral School, elected by the University Doctoral Council on the recommendation of the majority of the core members and appointed by the Rector for a period of up to five years. The appointment may be extended several times. A letter of appointment is issued. The Head of the Doctoral School is an internationally renowned core member university professor in possession of the title of Doctor of Science/Doctor of the Hungarian Academy of Sciences who is responsible for

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

the academic quality and the educational work of the Doctoral School. Doctoral schools design operational regulations which the University Doctoral Council approves and the Senate adopts. The operational regulations of the doctoral schools are annexes to MEDSZ.

(5) Members of the Doctoral School

Members of the Doctoral School are core members, proposers of thesis topics, supervisors, academic staff and invited external experts.

Professional criteria and labour law and age requirements for core members are regulated by Section 2.3 of Government Decree No. 387/2012. (XII.19.) and a resolution of the Hungarian Accreditation Committee. The Disciplinary Doctoral Council has at least 7 members. With the exception of the doctoral student representative, each member must hold a PhD degree or an equivalent degree. Members with voting rights -with the exception of the doctoral student representative- must meet the requirements set for core membership. The majority of the members are university professors of the Faculty. One person may only be a core member in one doctoral school at a time.

A doctoral topic may be proposed by a lecturer or researcher holding a PhD for at least five years or a professor emeritus/emerita, all meeting the requirements set in the MEDSZ (i.e. pursuing active research activities; in the 5 years prior to the announcement of the topic, the indicators of his/her relevant scientific publications related to the given research topic exceed the publication requirements of the Doctoral School for degree award; at least one of the two publications in a foreign language must be in English) as well as whose topic announcement is approved by the TDT. In an exceptional case, a person who is not employed by the University of Miskolc may propose a topic. In addition to this, we gradually make sure that the proposers of doctoral subjects or doctoral research topics have the knowledge of the English language at the level required by European standards for a high-quality PhD programme recognized by EDAMBA. Annex 7 contains the formatting requirements of doctoral topic announcement. The TDT decides on doctoral topic announcements at the beginning of each year, when it assesses the proposers' publication performance of the past five years.

A PhD supervisor is a doctoral topic proposer who, on the basis of the approved doctoral topic announcement, can responsibly supervise and assist doctoral students in their studies, research and preparation for a doctoral degree. Exceptionally, a co-supervisor may be appointed in addition to the supervisor in a case professionally justified and approved by the University Doctoral Council. One of the supervisors must be appointed as a supervisor in charge. A supervisor cannot have more than six doctoral students.

Faculty members of the Doctoral School are academic staff and researchers having academic degrees as well as professors emeriti who, on the recommendation of the Head of the Doctoral School, are considered suitable by the TDT to perform teaching and research duties within the framework of the Doctoral School.

The mandate of the members of the Doctoral School shall cease upon

- a) the death of the member,
- b) the termination of the Doctoral School
- c) resignation,
- d) the expiry of the mandate,
- e) the resolution of the TDT, if the field researched or subject taught by the given person cease to exist or if the Council does no longer consider him/her suitable to perform teaching and supervising duties.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

(6) Disciplinary Doctoral Council (TDT)

The Doctoral School shall operate according to the MEDSZ, which is applicable to each issue not regulated by the Doctoral School.

The chairperson, vice-chairperson and members of the TDT shall be recommended by the core members of the Doctoral School. The Faculty Council shall express its opinion about the recommended chairperson and vice-chairperson. The chairperson, vice-chairperson and members of the TDT shall be appointed and recalled after obtaining the opinion of the University Doctoral Council. The mandates of the chairperson and the members of the TDT, with the exception of the doctoral student representative, shall be issued for three years. The chairperson and the members may be re-elected.

At least one third of the members of the TDT having a PhD or equivalent degree shall not be a public employee of the University. A professor emeritus/emerita of the university is considered to have an employment relationship with the university.

The TDT shall have a doctoral student representative elected by the doctoral students of the Doctoral School. The doctoral student representative shall have voting rights in the meetings of the TDT. The doctoral student representative shall be appointed for one academic year, which may be extended several times. The appointment shall be terminated if there is a change in his/her student status.

The scope of duties and authority as well as the composition of the TDT is recorded in the MEDSZ.

Thus the duties of the TDT are summarised as follows:

The TDT shall

- a) appoint and invite the members of the Admission Committee,
- b) appoint and invite the members of the complex examination, notify the candidates,
- c) record the requirements and procedure of the complex examination in the Operational Regulations of the Doctoral School,
- d) publish the requirements of the complex examination at the announcement of the PhD programme as specified in the Operational Regulations of the Doctoral School,
- e) decide on the success or failure of the training and research phase after the complex examination,
- f) appoint the reviewers of the dissertation, the chairperson and the members of the Assessment Committee,
- g) decide on the initiation of the degree award procedure as well as the permission to conduct the procedure in a foreign language on the basis of the dissertation submitted,
- h) decide on credit recognition and exemptions,
- i) decide on the doctoral student's request for a closed defence on the basis of the Assessment Committee,
- j) determine in the operational regulations the list of first foreign languages that may be accepted with regard to the foreign language requirements of obtaining a doctoral degree,
- k) develop the training programmes related to the research fields,
- l) approve doctoral students' doctoral topics,
- m) approve the topic announcement of doctoral topics,
- n) conduct performance assessment during the doctoral training,
- o) approve the persons of the doctoral topics, supervisors, academic staff and researchers taking part in the Doctoral School in consideration of the opinion of the Head of the Doctoral School,
- p) decide on the announceable educational programmes, the announcement of the doctoral training and ensure their publication,
- q) make proposals on additional requirements for the admission to the PhD programme beyond the requirements set forth in the statutes as well as the regulations,

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

- r) make proposals on the admission to the PhD programme and state doctoral scholarships,
- s) make proposals on the conditions under which foreign citizens may take part in doctoral training in accordance with the relevant provisions,
- t) consider doctoral students' requests for passive semesters and notify the University Doctoral Council,
- u) decide on the permission and recognition of studies pursued abroad,
- v) grant participation in parallel studies related to the field of the PhD programme,
- w) decide on guest student status in particular of the conditions set by the (external) host institution,
- x) make proposals on the awarding of doctoral degrees or the termination of unsuccessful doctoral procedures,
- y) make proposals on the recognition of a doctoral degree awarded abroad,
- z) make proposals to the University Doctoral Council on request on the conferment of a doctorate with high distinction and to the Faculty Council on the conferment of an honorary doctorate (Dr.h.c.),
- aa) keep records of the first employment of the PhD graduates,
- bb) decide on the allocation of the financial resources made available to the Doctoral School in support of the doctoral training,
- cc) determine eligibility for fee reduction or exemption at the request of the fee-paying doctoral students,
- dd) decide on awarding the title of "core member emeritus/emerita" and add it to the doctoral database,
- ee) make proposals on the person of the supervisor, in a justified case, that of the co-supervisor and the appointment of the supervisor in charge,
- ff) decide on the state funded doctoral student's request for permission to work.

The TDT shall have a quorum if more than half of the members with voting rights are present. The votes submitted in writing in advance by the absent members of the committee shall be taken into account. The chairperson must ensure the confidentiality of the absent member's vote. The TDT shall decide on personal issues by a simple majority of yes/no votes through secret ballot. In the event of a tie, the chairperson's vote shall be decisive. The TDT shall adopt other resolutions under the same conditions by open ballot. Minutes shall be taken at the meetings of the TDT, which shall be attested by the chairperson.

The members of the TDT are listed in Annex 1.

(7) The Secretary of the Disciplinary Doctoral Council

The Secretary of the TDT holding a PhD degree shall assist the work of the TDT, who is invited by the Chairperson under the resolution of the Council for an indefinite period. The secretary shall not be a member of the TDT, but shall have a consultative capacity at the meetings.

(8) Doctoral Study Committee (DTB)

The DTB shall proceed in study and examination issues of the doctoral students in the first instance; it is the preparatory body for the resolutions of the TDT. Its operation shall be governed by rules of procedure (*Annex 2*).

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

(9) Admission Committee

The TDT shall appoint 4 members to the Admission Committee, the chairperson and members of which shall be academic staff of the Doctoral School; the Secretary of the Doctoral School shall be an ex officio member of the Admission Committee. The Admission Committee shall administer the entrance examination for the applicants, rank the applicants based on the scoring system specified in Section 3.1 and submit it to the TDT. The Admission Committee shall be chaired by the Head of the Doctoral School. The Admission Committee shall have a quorum if at least two members are present.

(10) Doctoral School Forum

The Doctoral School Forum is made up of the members of the Doctoral School and the doctoral students. The forum shall be convened by the Head of the TDT at least a month before the date of the meeting and the attendees shall be informed of the issues regarding the operation of the Doctoral School. Every attendee shall have the right to make comments and proposals which the TDT shall consider and if necessary take actions.

At the Doctoral School Forum doctoral students report on their research progress to the professors and supervisors of the Doctoral School. Research topic supervisors of the Doctoral School are expected to attend and if necessary make comments.

(11) Registration System of the Doctoral School

The Doctoral School shall keep a record of

- a) the minutes of the TDT,
- b) the application documents and the minutes of the entrance examinations,
- c) the documents and minutes of the complex examinations (of those who started their studies after 1 September 2016),
- d) the documents and minutes of the comprehensive examination (of those who started their studies prior to 1 September 2016),
- e) the documents required for the issuance of pre-degree certificates (the copy of the registration course book, individual report, supervisor's assessment) filed for each students separately,
- f) the registration of the doctoral students of the faculty is carried out by the administrator of the Dean's Office for doctoral affairs in the Neptun system.

The Doctoral School operates an official, continuously, but at least monthly, updated website depending on the doctoral school related events. The website contains the basic documents of the Doctoral School (operational regulations, training programmes, quality assurance).

In accordance with the order of document registration, copies of records and related documents shall be sent to the University Doctoral Council and copies shall be issued at the request of the students.

(12) Division of disciplinary areas of the Doctoral School

Within the Doctoral School, training and research is divided into fields, then subdivided into subfields and finally into areas. The current division is laid down in the Training Plan, which is approved by the TDT and is available on the website of the Doctoral School.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Section 3

The role of the Doctoral School in the admission procedure

- (1) The general principles pertaining to the admission procedure are included in Annex 16 of the MEDSZ. Applicants for the fee-paying programme must have at least two years' work experience if they work where research cannot be conducted on a regular basis.

The TDT shall decide annually on the topics announced within the fields and subfields determined for several years ahead, and make them available on the website of the Doctoral School and in the database doktori.hu. During the admission procedure, the appointed administrator of the Dean's Office shall receive the applications, prepare the entrance scoring sheets, and organise the entrance examinations. The entrance examination shall take place after the final examination period. The Admission Committee shall administer the entrance examination, then process the entrance results and make proposals on who to admit.

The Admission Committee scores the candidates' performance on a 100-point scale, ranks them and makes a decision about their admission or refusal. The pass score is 60 points; this is a prerequisite, but does not mean automatic admission to the programme. The candidates are shortlisted and ranked. The available points through the entrance exam:

- a) Professional intelligence (academic record book, scholarships, and the discussion in the entrance exam): max. 35 points
- b) Feasibility for research (research plan and the discussion in the entrance exam): max. 35 points
- c) Language knowledge (proven language exams, and the discussion in the entrance exam): max. 20 points
- d) Articles, etc. - max. 10 points

The applicants have to submit a research plan by the admission period, which structure should be the following:

- a) short description of the research topic, research problem, basic notions,
- b) the literature review made by the applicant at this moment of time, and short research results,
- c) research questions, hypothesis, expected results,
- d) schedule of research (Gantt diagram),
- e) signature of planned supervisor.

Applicants to the programme in Hungarian must submit the title of the research topic in English and Hungarian, while the applicants to the programme in English only in English. Any deviation from this shall be decided by the TDT on an individual basis.

The applicants and their supervisors shall be notified of the results of the entrance examination by the Secretariat of the Vice-rector for Research and International Relations - International Relations Office (TNRT).

Enrolment: at the beginning of the semester, on a date published by the Doctoral School.

The first year students should participate at an opening discussion, held by the head of the Doctoral School, where they get a detailed review of their objectives. There is also an English language guide for foreign students.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

(2) Admission of foreign, state funded students

The admission procedure of state funded, foreign students shall be administered by the Admission Committee every May and June, if necessary on-line.

The admission procedure of the fee-paying foreign students shall also be administered by the Admission Committee in May and June or November and December.

(3) Admission of students performing individual preparation (as of 1 September 2016)

Application deadline is 15 April or 15 November. The complex examination shall be administered by the approval of the appointed Admission Committee provided the applicant has at least 90 credits to be recognised. The dissertation draft must be submitted a month before the complex examination. The degree award procedure shall begin with the application for the complex examination and the admission decision of the University Doctoral Council.

Applicant must submit their research plan together with the application for the complex examination. The TDT shall specify the admission topics taking the topic of the research plan into consideration. The complex examination may include a written part.

The structure of the dissertation draft is laid down in Sections 4 and 5 of the present regulations.

Special conditions of the application for complex examination for students performing individual preparation:

- a) Credit requirements for obtaining a degree shall be identical for doctoral students taking part in structured training and individual preparation. It follows that applicants of individual preparation must earn 90 credits based on their previous professional, educational and scientific achievements in order to be eligible to apply for the complex examination.
- b) Credit points may be awarded for:
 - performing teaching activities at the university in subjects relevant to the profile of the Doctoral School (maximum 5 credits for teaching one subject for one semester) - a certificate must be submitted on the subjects taught,
 - conducting research in fields relevant to the profile of the Doctoral School (9 credits per semester for certified research),
 - In case of research credits, the student must provide a certificate from the research institute saying how many semesters' research have been conducted to be eligible for research credits.
 - publication activities shall be evaluated as specified in Annex 4 of the Operational Regulations of the Doctoral School; at least one publication is needed for the complex examination
 - practical work performed in a position relevant to the profile of the Doctoral School (maximum 4 credits per semester) - a certificate must be submitted on where, when and what positions have been held.

Section 4

Doctoral education of the Doctoral School

(1) For those who started their doctoral studies prior to 1 September 2016

The Enterprise Theory and Practice Doctoral School offers full-time structured as well as part-time structured and non-structured (individual preparation) doctoral trainings. After completion, a pre-degree certificate is issued. In possession of the pre-degree certificate, the candidate may initiate the doctoral

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

degree awarding procedure (i.e. taking the comprehensive examination, submitting the dissertation, and defence). After meeting these and the other requirements (e.g. language certificates, publications) may the doctoral degree be awarded and conferred.

Curriculum

The training program breaks down the 36-month PhD preparation into two parts: the academic obligations must be met during the first four semesters, while during the last two semesters doctoral students must focus on publication and preparation of the dissertation. In addition to the general theoretical and methodological foundation, it is essential to offer students with subjects the content of which directly helps to devise the concept, methodology and literature of the doctoral dissertation. To this end, in addition to the three core subjects the curriculum includes three compulsory subjects of the field of speciality and three of the subject area. All nine compulsory subjects end with a final examination; the subjects of the comprehensive examination shall be selected from the final examination subjects. In addition, four more elective subjects serve to enhance students' horizons. Each elective subject ends with a report. All in all, at least 13 subjects are compulsory in the framework of the structured doctoral training.

In addition to the study requirements, doctoral students must also perform directed teaching activities and individual research activities each semester. The former is certified by the head of the institute announcing the research topic, the latter by the supervisor at the end of the semester. Research activities and research progress is evaluated by the TDT in the first semester of each year based on the "Report on Research Activities" submitted by the student (Annex 6). Finally, as a further requirement, the publication activity is required in the training programme to be completed in the last four semesters according to the curriculum.

Performance is assessed and credited in the following system:

- a) In order to obtain the pre-degree certificate, a total of 180 credits must be earned, which can be accomplished by meeting study, directed teaching, research and publication requirements in a partially flexible way.
- b) In order to meet study requirements a minimum of 54 credits must be earned but a maximum of 72 credits may be taken into account;
 - o The minimum requirement stipulates nine compulsory subjects and four electives, which total 54 credits;
 - o Students may take extra subjects of a maximum of 18 credits and have them credited for the pre-degree certificate.
- c) For directed teaching activities, three credits by semester (a total of 18) may be earned.
- d) For research activities, three credits by semester (a total of 54) may be earned.
- e) For publication, a minimum of 36 credits must be earned but a maximum of 54 credits may be taken into account;
 - o The calculation of publication score is detailed in the annex "Content and formatting requirements of the publication list" to the Operational Regulations of the Doctoral School (Annex 4);
 - o By flexibly shaping the credit value of the academic and publication requirements, doctoral students have a say in choosing a doctoral course more suitable to their personality and the minimum requirements ensure that neither academic nor publication activities are unduly harmed.

The curriculum stipulates 2 contact hours per subject per semester. There is a six-week examination period every semester.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

As for content, requirements for structured training for full-time and part-time students are identical. Students pursuing individual preparation may, on their supervisor's recommendation to the TDT, initiate the recognition of their professional record up to 50% (a maximum of 30 credit points) of their study requirements. Registration and enrolment regulations for students pursuing individual preparation are laid down in the Faculty Academic Requirements for Students. At the Doctoral School doctoral trainings are offered in Hungarian and English, the curricula of the two trainings are the same, except for two differences. The two differences are as follows:

- a) In the English language training six subjects are compulsory altogether in the field of specialty and subject areas irrespective of their distribution.
- b) Four elective subjects must be taken in the English language training instead of three.

The credit allocation of the Hungarian and the English language trainings for each semester are laid down in the Training Plan of the Doctoral School.

In the case of elective subjects, credit recognition is possible for credits earned at other doctoral schools or during studies abroad. On individual request, credit recognition is decided on by the TDT.

External employment of the PhD student may be allowed by the TDT on the recommendation of the supervisor.

(2) For those who started their doctoral studies after 1 September 2016

The two types of study programmes are available at the moment:

- full time training: fee-paying courses, courses for students awarded 2+2-year governmental or other grants, regular student status
- part-time training: fee-paying courses with individualised curriculum combined with taught courses for students who wish to continue working whilst studying for their PhD, no grants are awarded

Study plan

The course program has two main parts of the 4 years PhD studies: the study requirements should be fulfilled through the first two years (study and research phase), while the second two years contains publication requirements and dissertation writing (research and dissertation phase). Main goal is to give such subjects to the students which can help them to write good and high-quality dissertation. In the Doctoral School every teacher makes a guide from their subjects, which are available for the student 2 weeks before the semester start. In the guide the academic staff announcing a subject or research topic shall make a statement that their own publications contain only legitimate sources, so no suspicion of plagiarism may arise. The compulsory subjects are ending with exams, and the subjects for complex exam can be chosen from these compulsory ones. Every elective subjects end with report.

Beside the study requirements the PhD Student has to fulfil in every semester education, and also research activity. The educational activity is signed by the Institute leader of the research topic, while the research activity is verified by the supervisor. The research activity is also controlled by the Doctoral School's Committee. They evaluate it with a formula at the end of the second and at the beginning of the fourth semester (study and research phase), in the complex exam, in every second semester ending of the research and dissertation phase. The requirement of publication can be fulfilled in all eight semesters of the PhD training.

The evaluation is based on credits, which has the following structure:

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

- a) To get the pre-degree certificate stating that all course-units have been completed the PhD Students has to collect as a sum of 240 credits, which can be through study, educational, research and publication requirements. In the first four semesters the students have to collect at least 90 credits, from which every study credits to apply for complex exam.
- b) With study requirements should be collected at least 40 credits;
 - o the study plan, the subjects and their credit values are summarized in the Annex of the Regulation,
 - o the students can collect further study credits, which are accepted also by the pre-degree certificate stating that all course-units have been completed.
- c) The student can take lessons (in his/her educational activity) at a maximum of 20% of the weekly working hours. The educational activity counts 3 credits per semester.
- d) With research activity the student can get 9 credits per semester. By intensive research work the students can get even 15 credits in the study and research phase and 20 credits in the research and dissertation phase. The results are controlled by written reports submitted to the Doctoral School, and also in research seminars. The complex exam and the workshop discussion of the dissertation can solve for the research requirements of that semester.
- e) With publications the students should collect at least 36 credits;
 - o the calculation of the publication points and the credit values assigned to each type of publication are detailed in the annex "Content and Formatting Requirements of the Publication List" to the Operational Regulations of the Doctoral School. As a publication, only reviewed journal and conference articles as well as chapters may be taken into account which contain own results and which are printed or electronically accessible to the public.
 - o By flexibly shaping the credit value of the academic and publication requirements, doctoral students have a say in choosing a doctoral course more suitable to their personality and also the minimum requirements ensure that neither academic nor publication activities are unduly harmed.

In the PhD training there are 2 contact hours weekly, and there is a 6 week long examination period at the end of each semester.

As for content, the requirements are identical for state funded and fee-paying students, except for the students applying for individual preparation.

Anyone preparing individually for obtaining a doctoral degree may join the research and dissertation phase of the doctoral training provided that they have met the general requirements for admission. Application deadline is 15 April or 15 November. The complex examination shall be administered by the approval of the appointed Admission Committee provided the applicant has at least 90 credits to be recognised. The degree award procedure shall begin with the application for the complex examination and the admission decision of the University Doctoral Council.

At the Doctoral School doctoral trainings are offered in Hungarian and English, the curricula of the two trainings are the same, except for one difference. The only difference is as follows:

- a) The number of subjects to be taken may be different.

By the elective courses there is an opportunity to count some subjects fulfilled abroad or in other universities. These are evaluated by the Doctoral School's Committee.

Complex exam

At the end of the study and research phase and at the beginning of the research and dissertation phase the students have to fulfil a complex exam, which evaluates the study and research results of the students.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

The training time to earn the required credits in order to obtain the pre-degree certificate may be shortened, but no exemption from the complex examination may be granted. Doctoral students applying for individual preparation may join the research and dissertation phase after a successful complex examination. Admission requirements for students applying for individual preparation are laid down in Section 3.3 of the present regulations.

The requirements of the complex exam are (based on the Doctoral Regulation of the University of Miskolc):

- a) the collection of at least 90 credits in the study and research phase, from which every study credits.

The steps of the complex exam:

- a) It is a public exam, before an official committee. The committee has at least 3 members, from which one is a so called external member.
- b) The leader of the committee is a professor, associate professor with habilitation, college professor with habilitation, professor emeritus or Doctor of Science (DSc) of the University of Miskolc, or a researcher with MTA doctoral degree. Every member of the Committee has PhD degree.
- c) The supervisor of the student cannot be member of the committee, but has to evaluate the results also written and oral.
- d) The student presents his/her research report oral before the committee and before the exam also written.
- e) The time period of the complex exam is the given examination period.

Parts of the complex exam:

- a) Theoretical phase, which measures the theoretical background of the students. There is an oral exam from two compulsory subjects (which are ending with exam). The exam can have also written part.
- b) The decision of complex exam's subjects is made by the Council of the Doctoral School. The notification is send by the administrator of the Doctoral School, at least one month before the complex exam.
- c) Dissertation phase, which measures the research results of the students. The dissertation draft has to be submitted to the administrator of the Doctoral School at least two weeks before the complex exam. By PhD students with individual study plans not involved in taught programme the dissertation draft has to be submitted to the administrator of the Doctoral School at least one month before the complex exam. The formatting requirements are similar to the dissertation; the length of the dissertation draft should be between 40 and 80 pages (see the Annex). The content requirements are the following:
 - literature review,
 - methodological background behind the empirical work,
 - exact description of the research sample,
 - methods applied for data collection and analysis,
 - time schedule and costs of the research,
 - expected results,
 - research plan for the second two semesters,
 - schedule of the publications.

The evaluation method of the complex exam is regulated by the Doctoral Regulation of the University of Miskolc.

- a) The examination committee evaluates the theoretical and dissertation part of the exam with 0-1-2-3 points. The qualification should be made based on the gained points. The evaluation

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

is made by a two-scaled ranking: successful, or fail. By successful complex exam the students can get 25 credits.

- b) The results of the complex exam are given on the day of the exam. The complex exam is successful if both parts are successful, so in both part there is a requirement of 60% grade. After successful complex exam the student can continue studies.
- c) If the theoretical part is unsuccessful the student can repeat it one time in the examination period. In case the second attempt results in failure, the study period of the student terminates, and her/his scholarship holder status ceases. The complex exam results are not counted to the PhD degree.
- d) In the complex exam there is also written a protocol.
- e) After the complex exam the PhD student has three years to finish and submit the dissertation, which is only extendable in special cases by maximum one year (birth, accident, permanent injury).

(3) Teaching activity of the Doctoral students

The teaching activity of the Doctoral students is regulated by the Doctoral Regulation of the University of Miskolc.

Section 5

Tasks related to research activities and obtaining a doctoral degree

(1) For those who started their doctoral studies prior to 1 September 2016

Students shall make a written report on their progress made at their research facility during the previous academic year (1 September to 31 August) at by 30 September. This report shall be submitted in the form “Report on Research Activities” (Annex 6) and assessed by the TDT in the first semester of each academic year. During the structured training (first two years), students join the research work of their department, review the literature of their research topic, and present their preliminary findings at conferences and in publications.

The conditions for the application for doctoral degree award procedure after meeting the requirements (180 credits) are laid down in the MEDSZ. The conditions for obtaining a doctoral degree are laid down in the same regulations. The tasks of the members of the Doctoral School are specified in Annex 5. Prior to the departmental discussion, the heads of the institutes organising the departmental discussion shall consult the Head of the Doctoral School about which member of the Doctoral School will assess the dissertation methodologically.

Annex 8 contains the formatting requirements of doctoral dissertations.

In addition to the conditions laid down in the MEDSZ, before the public defence the candidate must meet the publication requirements and upload the publications into the Database of Hungarian Scientific Works (henceforth MTMT) (<https://www.mtmt.hu/>).

Tasks of the supervisor are laid down in the MEDSZ. In addition, the supervisor shall evaluate his/her student’s report and send it electronically to the Doctoral School (rekemi@uni-miskolc.hu) until 15 October of the given year. The TDT shall assess the work of the doctoral students and the scientific leaders at the next meeting.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

(2) For those who started their doctoral studies after 1 September 2016

Research activities and research progress shall be assessed by the TDT at the end of the second semester and at the beginning of the fourth semester of the training and research phase as well as at the end of every other semester of the research and dissertation phase, based on the Report on Research Activities submitted by the student. The deadline for submitting the report shall be decided by the Doctoral Study Committee, and the administrator of the Doctoral School shall notify the students.

The conditions for obtaining a doctoral degree are laid down in the MEDSZ. The special terms and conditions of the Doctoral School are laid down in Annexes 4, 5 and 8 of the present regulations.

Tasks of the supervisor are laid down in the MEDSZ.

Section 6

Foreign language requirements of obtaining a doctoral degree

(1) For those who started their doctoral studies prior to 1 September 2016

The following rules shall apply for foreign language proficiency:

- a) complex language certificates in two foreign languages at intermediate or state accredited complex B2 level, or equivalent certificates, or
- b) in one of the languages a certificate specified above, while the proficiency of the other language required for the cultivation of the discipline may be demonstrated by means of a certificate of at least intermediate level obtained at the foreign language examination of the Foreign Language Teaching Centre of the University.

Foreign language requirements for the first language may be met in the following languages: English, German, French, Spanish and Russian.

(2) For those who started their doctoral studies after 1 September 2016

Foreign language requirements are laid down in the MEDSZ. According to the Doctoral School regulations, doctoral students must know at least two foreign languages required for the cultivation of the discipline, one of which must be English, at the following language levels:

- a) complex language certificates in two languages at intermediate or state accredited complex B2 level, or equivalent certificates, or
- b) in one of the languages a certificate specified above, while the proficiency of the other language required for the cultivation of the discipline may be demonstrated by means of a certificate of at least intermediate level obtained at the foreign language examination of the Foreign Language Teaching Centre of the University.
- c) Foreign candidates in addition to their mother tongue shall prove their language proficiency of another language (not Hungarian) in one of the ways specified above.

Section 7

Financial management of the Doctoral School

The Doctoral School shall manage the funds available under the supervision of the Dean of the Faculty defined by law.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

The Doctoral School may, in consultation with the Dean of the Faculty, bid on its own behalf for educational and research tenders in order to support the doctoral programme with the funding provided. The submission of the applications is subject to the consent of the Head of the Doctoral School. Funding obtained from the applications and from other sources may only be spent on the operation of the Doctoral School, in the manner specified in the tenders and according to the general financial order.

Section 8

Publication practice of the Doctoral School

The Doctoral School helps doctoral students with their publication activities in several ways:

- a) scientific publications of the Faculty,
- b) conference publications of the Faculty,
- c) assisting their participation in the International PhD Conference organized by the University of Miskolc,
- d) co-authoring with supervisors in listed journals,
- e) financial support for individual papers.

Section 9

The Quality assurance system of the Doctoral School

The quality assurance system of the Doctoral School is based on the Quality Management Manual approved by the Senate Resolution No. 126/2007, which is incorporated in the MEDSZ. The document includes the mission statement, quality policy, the type of internal quality assurance system, quality assurance organization, the applied assessment model and the operation of organizational self-assessment of the institution. Compliance with the quality assurance principles are monitored by TDT on a regular basis.

To preserve the achieved results and to enhance the quality of the Doctoral School:

- a) applicants for individual preparation must have 2 years of work experience (if the conditions of regular research work at the workplace are not secured in the workplace) to reduce doctoral drop-outs of freshly graduated master's students;
- b) to ensure the transparency of activities, at the first meeting of each academic year, the TDT shall adopt a work plan on the timetable for annual work and meetings and publish the work plan and the minutes of meetings of the TDT on its website,
- c) in co-operation with the Faculty of Economics, the Doctoral School shall conduct continuous curriculum evaluations to improve teaching methods and curricula based on students' feedback,
- d) shall regularly review course descriptions and the requirements for completion of the courses, and publish them on the website,
- e) in cooperation with the Faculty of Economics, it shall monitor and check the publication activities of the academic staff and supervisors annually on a regular basis,
- f) shall review the topics proposed at the beginning of each year and examine whether the topic proposer's publication performance of the past five years related to a given research topic exceeds the publication requirements for degree award,
- g) supports doctoral students' participation in foreign conferences from research funding,
- h) shall invite prestigious guest lecturers to the Doctoral School,
- i) as a prerequisite for the initiation of the procedure, a publication in a prestigious journal shall be required to ensure that the candidate's findings are accepted as novel and valuable by the national and international professional community,
- j) shall administer alumni follow-up surveys in cooperation with the Faculty of Economics, which shall be discussed by the TDT

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Section 10

Habilitation procedures

The habilitation procedures related to the discipline of the accredited Doctoral School are subject to the Habilitation Regulations of the University of Miskolc.

Section 11

Contact with the PhD alumni of the University of Miskolc

The Doctoral School shall keep track of previous students, follow their career, ask them for information about their professional and scientific progress (job, position, publications, study tours), as well as attempt to involve them in the activities of the Doctoral School in a direct and indirect form. Contact with doctoral students is maintained via the uniform Graduate Career Tracking System (henceforth DPR).

The organizational self-assessment of the University of Miskolc constitutes an internal benchmarking system for quality assurance. The organizational self-assessment is based on the Uni-EFQM system, which was the methodological basis for the accreditation activities and the Higher Education Quality Award, which existed until 2013.

The Uni-EFQM system includes tracking the careers of students graduating from each programme at each level by online questionnaire surveys conducted in the spring of each year (DPR). The surveys examine the satisfaction of the graduates and their experiences in the labour market with regard to training programmes and higher education services one, three and five years after graduation. In addition to the graduates, the research covers undergraduate students, as well, for whom motivation and satisfaction with regard to the choice of training programmes and institutions are examined. The findings of the surveys are utilized by the organizational units through quality development plans and actions.

Questionnaires and analyses of the surveys are available on the graduate career tracking website, at <http://dpr.uni-miskolc.hu>. The alumni website of the University of Miskolc (<http://alumni.uni-miskolc.hu>) is maintained to provide labour market support to undergraduates and graduates as well as a platform of engagement.

Miskolc, November 2016

Prof. Dr. Károly Balaton

Professor, Chairperson of the Doctoral Council

Prof. Dr. András Torma

Rector, Chairperson of the Senate

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 1.

Members of the Doctoral School's Council from the 1st of July 2016, and its committees:

Head of the Doctoral School (core member*)	Dr. Balaton Károly professor
Vice-head of the doctoral school (core member)	Dr. Benedek József professor
Core members	Dr. Illés Mária professor Dr. Kocziszky György professor Dr. Kovács Levente associate professor Dr. Pál Tibor professor Dr. Piskóti István professor Dr. Sikos T. Tamás professor Veresné dr. Somosi Mariann professor
University member with discussion role	Dr. Pulai Gyula associate professor
External members	Dr. Berde Csaba professor (DE) Dr. Dobák Miklós professor (BCE) Dr. Hetesi Erzsébet professor (SZTE) Dr. Koltai Tamás professor (BME) Dr. Kovács Zoltán professor (PE) Dr. Rechnitzer János professor (SZIE)
Representative of the PhD students	Tumik Ábel

Persons who support the work of the Doctoral School's Council

Secretary	Dr. Szendi Dóra assistant lecturer
Administrator	Fehérné Titkó Emília

Members of Doctoral Study Committee

Dr. Bozsik Sándor associate professor (head)
Dr. Szendi Dóra assistant lecturer
Dr. Piskóti István professor
Dr. Szilágyi Roland associate professor, vice-dean
Tumik Ábel PhD student
Krajcsik Zsolt PhD student

Members of the Admission Committee

Dr. Balaton Károly professor (head)
Dr. Bozsik Sándor associate professor
Dr. Bartha Zoltán associate professor
Dr. Szendi Dóra assistant lecturer (secretary)

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 2

The rules of procedure for the Doctoral Study Committee (DTB) of the Enterprise Theory and Practice Doctoral School

1. Tasks of the DTB

The DTB shall proceed in academic and examination issues of the doctoral students of the Faculty of Economics of the University of Miskolc in the first instance; it is the preparatory body for the resolutions of the TDT.

2. Members of the DTB

Chairperson	faculty members having an academic degree
Member	Secretary of the TDT (ex officio) a core member Vice-Dean of Academic Affairs 2 Doctoral students

The chairperson shall be elected by the TDT for an indefinite period, and the doctoral student representative by the doctoral students of the Faculty for one year (doctoral students may be re-elected several times in consecutive years).

3. Supervision of the DTB

The DTB shall be supervised by the TDT.

4. The calendar of the DTB

The DTB shall meet before TDT meetings and make proposals on academic and examination issues to the TDT. The meetings shall be convened by the Secretary of the TDT via e-mail sent at least three days before the meeting of the DTB. In addition, the DTB may hold an extraordinary meeting if it is requested by the Chairman of the TDT or the doctoral student representative. The DTB shall discuss and submit to the TDT all the cases and requests that have been received by the administrator of the Dean's Office for Doctoral Affairs at least three working days before the scheduled date of the TDT meeting.

5. Quorum and recommendations of the DTB

The DTB shall have a quorum if at least a student and academic member are present beside the chairperson. The DTB shall adopt its recommendations by majority vote and in the event of a tie the deciding vote shall be cast by the Chairperson. The Secretary of the TDT shall represent the proposals for resolution of the DTB in the TDT. The TDT shall take a stand in view of the proposals for resolution of the DTB.

6. Tasks of the DTB in particular

- a) Examining students' requests for postponement.
- b) Examining requests for change in student status.
- c) Examining the withdrawal of student status.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

- d) Making proposals for the completion of each stage of the doctoral procedure (complex examination, pre-degree certificate, doctoral examination, defence) in consultation with the doctoral student's scientific coordinator.
- e) Checking the existence of the students' publications.
- f) Examining students' other requests.

Annex 3

Recruitment of doctoral students, development of the scientific public life of the Doctoral School

- a) Students' Scholarly Circles (henceforth TDK) and special colleges are considered to be an important basis for recruiting students to the Doctoral School. The academic staff in the Master's programmes must play an active role in selecting talented students, involving them into TDK activities, and promoting academic research and university (college) tutoring.
- b) The following initiatives will be taken in the development of the work of the Doctoral School and the scientific public life of the Faculty of Economics:
- c) Organizing doctoral forums for students to present their research topic for discussion with other doctoral students under tutors' guidance.
- d) Launching a working paper series where doctoral students will have reviewed publications. Working papers are to be elaborated into journal articles.
- e) In order to promote the publication activities of doctoral students and PhD candidates, a system for the recognition and rewarding of publications will be set up.

Content and defence of the dissertation draft

- a) The TDT considers the specific methodological evaluation introduced in the procedure of the defence of the dissertation drafts a few years ago as a forward-looking initiative in raising the quality of dissertations. However, this could not provide an adequate solution in the case where the applied methodology turned out to be inadequate for the topic of the dissertation and the methodological requirements during the methodological evaluation.
- b) In order to address the problem above, the content requirements of the dissertation drafts will be changed. In the new system to be introduced, dissertation drafts will not have to include empirical research. It will be enough to describe the concept of empirical study which must cover the following elements:
 - under what research philosophy the candidate wishes to carry out the empirical study (e.g.: positivist or interpretative approach);
 - what study sample is used (size and composition of the sample);
 - methods to be used in data collection and analysis;
 - timing and costs of the research, the way costs are to be met;
 - expected results of the research.

In addition, of course, a dissertation draft must also include a list of reference.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 4

Content and formatting requirements of the publication list

1. Candidates shall verify the completion of publication requirements by

- a) uploading their publications into the Database of Hungarian Scientific Works (henceforth MTMT) (<https://www.mtmt.hu/>),
- b) listing the publications on the MTMT website (in a chronologically descending order-starting from the most recent one), printing the list and then writing next to each item in blue ink how many points the given publication is worth according to the score system of the present regulations,
- c) downloading the excel file available on the website of the Doctoral School and filling it in on the basis of the MTMT list (to fill in the excel file, see the detailed assistance in Section 6 of the present annex),
- d) attaching an original (if not possible, photocopied) copy of each publication,
- e) then submitting the MTMT list and a copy of each publication in printed form and the excel file electronically to the administrator of the Dean's Office of the Doctoral Affairs (3515 Miskolc-Egyetemváros, Dean's Office, Faculty of Economics, rekemi@uni-miskolc.hu).

If the publication is forthcoming, the score may be obtained with an acknowledgment of receipt issued by the editorial office of the journal or book.

2. Only scientific texts publicly available in written form may be accepted as publications, the size of which reaches 5 typed pages (excluding figures and annexes) or 10,000 characters. The following shall not be accepted as a publication:

- a) oral presentation;
- b) confidential documents made to order, placed in the hands of the customer;
- c) in addition to educational publications, only those texts may be accepted that contain a reference to other scientific work and the topic of which is related to the training-research programme of the Doctoral School (to filter out the candidate's literary, political, social, etc. work);
- d) a non-public research report prepared for a tender or an order;
- e) TDK paper, thesis, diploma work.

The evaluation must take into account the length of the publication and the number of authors to determine the final score. In the case of co-authored publications, as many percent of the corresponding category score may be given (rounded up to one decimal place) as much as the author's work based on the co-authors' statement.

3. Publication categories and scoring system approved by the Doctoral School

The scoring system lists the doctoral students' publications into three categories - books, journal articles and conference articles. The aspects considered for each type of publication are as follows:

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

I Books

- a) In Hungarian or a foreign language
- b) Complete books - Chapters /Essays - Foreword/Editor/Reviewer
- c) Scientific - Educational (reviewed) – Educational aid (non-reviewed)

II Journal articles

- a) Impact factor – Category A/B – International – National – Regional – Reviews
- b) In Hungarian or a foreign language
- c) Reviewed or non-reviewed (in categories where applicable)

III Conference articles

- a) Foreign – Hungarian – University of Miskolc/Occasional paper
- b) In Hungarian or a foreign language

The score values for each category are as follows (for co-authoring, Point 2 is also to be considered):

a) For those who started their doctoral studies prior to 1 September 2016

<u>Books in a foreign language</u>	Books	Chapters/Essays		Foreword/ Editor/ Reviewer
		First	Further	
Scientific	24.0	12.0	3.0	4.5
Educational (reviewed)	15.0	9.0	1.5	3.0
Aid (non reviewed)	6.0	3.0	1.5	1.5

<u>Journal articles</u>	Impact factor - Category A	Category B/C		International		National		Regional		Reviews
		Published abroad	Published in Hungary	reviewed	non-reviewed	reviewed	non-reviewed	reviewed	non-reviewed	
In a foreign language	30.0	24.0	18.0	15.0	7.0	12.0	6.0	9.0	4.0	5.0
Hungarian	24.0	18.0	15.0	12.0	6.0	9.0	5.0	6.0	3.0	3.0

<u>Conference articles</u>	Published abroad	Published in Hungary	Occasional papers/ University of Miskolc
In a foreign language	12.0	9.0	6.0
Hungarian	6.0	6.0	3.0
Abstract/Poster	3.0	1.5	1.0

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

b) For those who started their doctoral studies after 1 September 2016

<u>Book in a foreign language</u>	Book	Chapter in a book		Forward/Editor
		First	Further	
Scientific	24,0	12,0	3,0	4,5
Education	15,0	9,0	1,5	3,0

<u>Journal article</u>	Impact factor - A category	B/C category		Abroad without category	in Hungary without category	Regional	Without category
		Abroad	in Hungary				
Foreign	30,0	24,0	18,0	15,0	12,0	9,0	5,0
Hungarian	24,0	18,0	15,0	12,0	9,0	6,0	3,0

<u>Conference article</u>	Abroad	in Hungary	University of Miskolc
Foreign	12,0	9,0	6,0
Hungarian	6,0	6,0	3,0

4. Classification of Hungarian and foreign journals

Journals of Category A and B published in Hungary

A	Acta Oeconomica, Közgazdasági Szemle, Külgazdaság, Magyar Tudomány, Statisztikai Szemle, Sigma, Vezetéstudomány, Társadalomkutatás, Tér és Társadalom
B	Comitatus, Competitio, Demográfia, Észak-magyarországi Stratégiai Füzetek, Európai Füzetek, Európai Tükör, Falu, Falu, város, régió, Köz-Gazdaság, Külügyi Szemle, Kül-Világ, Magyar Minőség, Marketing és Management, Minőség és Megbízhatóság, Munkaügyi Szemle, Pénzügyi Szemle, Society and Economy, Számvitel, adó és Könyvvizsgálat, Területi statisztika, Theory, Methodology, Practice

Hungarian and foreign journals of Category A and B: all journals that are included in the journal list of the Doctoral Qualification Committee of IX. Section of Economics of the Hungarian Academy of Sciences (<http://mta.hu/doktori-tanacs/a-ix-osztaly-doktori-kovetelmenyrendszer-105380>)

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

5. Minimum requirements of publication

Requirements for obtaining the pre-degree certificate:

- minimum 36 credits (publication points),
- publications in at least three different categories (practically: three different cells of the Excel file must be filled in),
- at least one publication in a foreign language.

Further requirements for obtaining the doctoral degree:

- at least two publications in a foreign language and
- at least one publication in a Category A or B journal published in Hungary and in case of co-authoring, the candidate must have more than 50% of the publication scores of article in the Category A or B journal published in Hungary based on the co-authors' statement.

6. Guide to the use of the publication score calculator

The Excel file has three sheets. Their roles are as follows:

“Number of publications” sheet

It contains the number of publications by categories. In order to facilitate identification, publications submitted in a photocopied or original version must be enclosed with the application for the pre-degree certificate with vertical flow layout. First, the publications in Cell B3 are listed, followed by the printed publications in Cells C3, D3, E3 and then C4, followed by the publications in Cell D21.

The number of publications must be entered in the white cells, taking care to enter them into the right category. The comments to the columns and rows in the spreadsheet include the definition of each category defined by the MTMT.

The white cells can only contain positive numbers. Students are advised to round up their proportion of co-authorship to a decimal. For example, for a 50% contribution, the value shall be 0.5, while for a 33% one 0.3 shall be entered in the cell.

“Scoring” sheet:

It contains the points for each publication.

“Total score” sheet:

The total score sheet aggregates the number of publications with the scores for each category of publication, and aggregates them by calculating the total score. Finally, it displays whether the student has reached the required score.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 5

Steps of the doctoral degree in the Enterprise Theory and Practice Doctoral School (basically for students who has begun the studies before September 2016)

1. Workshop discussion

1.1. After finishing the first workshop version of the dissertation the PhD student and his/her supervisor visits the head of the supervisor's Institute, to discuss with the Head of the Doctoral School the methodological review of the dissertation, and the reviewers of the preliminary evaluation. After that the Head of the Doctoral School asks the methodological reviewer and the head of the Institute the reviewers of the preliminary evaluation to make the review of the dissertation.

1.2. The workshop discussion should be made at least one month before the public defend.

In the workshop discussion it will be analysed whether the doctoral work contains verified dates; the results are the works of the applicant and whether the dissertation fits the formal requirements.

In the workshop discussion there should be made a written protocol.

1.3. After the arrival of the positive methodological and preliminary evaluation the head of the Institute organizes the workshop discussion. In the workshop discussion there is a need for the participation at least one of the preliminary reviewers.

1.4. The administrator of the Institute sends the invitations via e-mail at least 14 days before the discussion to the Dean of the Faculty, the vice-deans of the Faculty, heads of the Institutes, head of the Doctoral School, the core members of the Doctoral School and to the secretary of the Doctoral School. The administrator sends beside the invitation also the thesis summary of the dissertation.

2. Starting doctorate procedure

2.1. The PhD student submits the application for starting doctorate procedure to the Research and International Relations - International Relations Office (IRO), which transfers it after formal examination to the Dean's Office of the Faculty of Economics.

2.2. The Committee of the Doctoral School in its next discussion confirms the starting of the doctorate procedure. After the submission of the dissertation the Committee of the Doctoral School fix the subjects of the comprehensive exam, and the members of the Comprehensive Exam Committee and the Reviewers Committee.

2.3. The Administrator of the Doctoral School sends notification about the decision for the PhD Student, the members of the Comprehensive Exam Committee and the Reviewers Committee. The Administrator of the Doctoral School also sends the dissertation for the reviewers.

2.4. The Degree-seeking process should be finished within one year after submitting the dissertation.

3. Comprehensive Exam

3.1. The PhD Student discuss with the questioners of the Comprehensive Exam Committee about the topic of the exam, and after that with the head and members of the Comprehensive Exam Committee about the date of the exam.

3.2. The head of the Comprehensive Exam Committee makes a protocol after the exam, from which one copy belongs to the PhD Student, and the second to the secretary of the Doctoral School.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

4. Public debate/ defend

4.1. The PhD Student actualizes his/her publication list in the MTMT database.

4.2. The PhD Student after the arrival of the reviews discuss about the date of the public debate with the head of the Reviewers Committee and after that also with the members of the Committee (it should be no more than two month between the arrival of the reviews and the public defend). One of the official reviewers should be participate in the public debate.

4.2.1. The dissertation and the thesis summary of the dissertation should be submitted into the Faculty at least one month before the defend, to make it available for inquiry.

4.3. The PhD Student makes the invitation with the help of the Administrator of the Doctoral School, which will signed by the Head of the Doctoral School and the Dean of the Faculty.

4.4. After signing the invitation the Administrator of the Doctoral School sends it via e-mail for the heads of the Institutes, the members of the Reviewers Committee, members of the Doctoral School, heads of the University's Doctoral Schools and to the responsible of the Doctoral School's home page. The Administrator makes 100 paper copies from the invitation, and gives it to the administrator of the supervisor's Institute, to send it according the protocol list of the PhD Student.

4.4.1. The invitations should be sent at least 15 days before the defend.

4.5. The PhD Student sends to the Administrator of the Doctoral School his/her thesis summary of the dissertation (also Hungarian and English version), and the dissertation in pdf format. The Administrator transfers it to the Library to submit it in the database.

4.5.1. There should be a notification about the date of the public defend at least 14 days before in the Doctoral School's home page.

4.6. After the submission into the MIDRA system the Administrator of the Doctoral School will announce the defend in the www.doktori.hu homepage.

4.6.1. The announce in the doktori.hu should be done at least three weeks and one day before the defend.

5. Degree award

5.1. The result of the defend will be discussed by the Committee of the Doctoral School, and it suggest or don't suggest the degree award. The final decision is made by the University's Doctoral School.

5.2. The Administrator of the Doctoral School will notify the PhD Student about the MIDRA submission of the dissertation which already contains the DOI identifier. Then the author has to upload it with DOI and DOI url to the MTMT. After that the author sends a notification about the upload to the Library (midra@uni-miskolc.hu) and to the Research and International Relations - International Relations Office (rekazar@uni-niskolc.hu).

5.3. The Administrator of the Doctoral School sends a notification about the new PhD-s to the Education Agency for the country level administration.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 6

Report on Research Activities

Report on the research activities carried out in the academic year 20../20..

(to be submitted by the deadline set by the Doctoral Study Committee, annexes may be attached to certain points of the report)

Name:

Title of research topic:

Credits earned for research activity (Semesters 1 and 2):

Credits earned for publications (Semesters 1 and 2):

The expected year of obtaining the pre-degree certificate:

Brief description of the research (minimum 1,000 characters)

Progress made in individual research (literature, methodology, database, etc.):

Participation in Department/Faculty research:

Study/research abroad:

Participation in conferences:

Publications:

Brief assessment by the supervisor (of credits earned for research and publication, minimum 1,000 characters):

Signature of the supervisor

Miskolc, ddmmyyy

Signature of the doctoral student

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 7

Formatting and content requirements of research topic announcements

- a) The TDT shall decide on new research topic announcements based on the „Proposal Form” submitted by the proposer.
- b) The proposal shall contain:
 - the title of the topic in Hungarian, English and German (and in the language of announcement);
 - a brief description of the purpose of the topic (relevance to the Faculty and the Doctoral School), and possible research questions that could be used to assist future applicants, as well as a summary of the expected results of the research topic (content part);
 - a brief description of the international relevance, importance, topicality of the research topic (leading researchers, schools and conferences related to the topic);
 - a presentation of the proposing supervisor’s competence and experience in the field (education, research, programmes, publications);
 - the preliminary professional assessment of the proposal made by a member of the TDT with experience in the field invited by the Head of the Doctoral School;
 - a description in a foreign language if the supervisor wishes to announce the topic in a foreign language.

(Approved by the TDT on 25 September 2013)

- a) A doctoral topic may be proposed by a lecturer or researcher holding a PhD for at least five years or a professor emeritus/emera, all meeting the requirements set in the MEDSZ (i.e. pursuing active research activities; in the 5 years prior to the announcement of the topic the indicators of his/her relevant scientific publications related to the given research topic exceed the publication requirements of the Doctoral School for degree award; at least one of the two publications in a foreign language must be in English) as well as whose topic announcement is approved by the TDT.
- b) The TDT decides on doctoral topic announcements at the beginning of each year, when it assesses the proposers’ publication performance of the past five years

(Approved in the circular in lieu of the meeting by the TDT on 2 July 2014)

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

**ENTERPRISE THEORY AND PRACTICE DOCTORAL SCHOOL - Research topic
announcement form**

Name of supervisor:	
Title of research topic: (in Hungarian/English/German or the language of announcement)	
Professional purpose, description of topic, developing possible research questions, expected results (700-1,000 characters)	
Justification of international relevance for the research topic: (300-400 characters)	
Introduction of the supervisor's professional competence (educational and research experience, publications)	
A TDT member's opinion, recommendation	
If announced in a foreign language, professional objectives, description of topic, developing possible research questions, expected results in that language (700-1,000 characters)	
Position of the Doctoral School	

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 8

Formatting and content requirements of the doctoral dissertation

The thesis topic

The topic of the dissertation is a scientific task, the basic problem of which is consistent with one of the research themes of the Doctoral School. The material and personal conditions needed to solve the research problem are available at the site where the PhD student conducts the research.

Writing the doctoral thesis is intended to prove that the PhD student

- has the level of professional knowledge required to obtain a PhD degree at his/her own discipline,
- is familiar with and can use the methods of the profession,
- is capable of using such a complex approach which is needed to handle the technical problems.

With writing the dissertation, the PhD student demonstrates that he/she is able to solve a specific scientific task with the knowledge obtained and presents his/her new scientific results in a predetermined content and formatting framework.

Content requirements

The general content requirements of the thesis are as follows:

- The doctoral dissertation must be the candidate's own work; co-authorship is not allowed.
- It addresses a current issue that the candidate analyses in accordance with the rules accepted by the profession, with the help of advanced, up-to-date methods and tools.
- It clearly states the goals of the study.
- It contains a description of the topic, a review, analysis and critical evaluation of the literature.
- It presents the research methods and tools.
- Provides a detailed explanation of own research results, highlighting the new scientific results.
- It contains a substantive summary, including the conclusions, proposals for practical application and/or proposals for further research on the topic.
- The dissertation includes a list of references cited in the text.

Formatting requirements

The general formatting requirements of the dissertation are regulated by the Doctoral Regulation of the University of Miskolc. The proposed structure of the thesis is as follows:

- The language of the dissertation is either Hungarian, English or German.
- The Title Page must include the PhD or Doctoral thesis designation, the author's name, year and place of the thesis
- The Internal Page must include the name of the author, supervisor and co-supervisor, name of the Doctoral School, the name of the head of the Doctoral School, place and date of the dissertation, as well as the DOI after the successful defence of the dissertation

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

- Table of contents, list of figures and tables
- Recommendation of the supervisor – which includes an evaluation on the candidate's publication performance; maximum 3 pages
- Introduction, which includes the research problem, the significance of the topic, the reasons for choosing the particular subject, the purpose and methodology of the research and the tasks to be solved
- Literature review
- The empirical basis and methodology of the research
- Presentation of results, specifically focused on the new scientific results
- Conclusions and recommendations
- A summary up to 2 pages long in the language of the dissertation and in another language (it should include the motivation for choosing the topic, applied approaches, results, conclusions and recommendations)
- Bibliography & the candidate's scientific publications
- Annexes, appendices
- Acknowledgements, if the candidate considers them justified.

The extent of the thesis submitted to public defence must not exceed 130 pages (without the annexes). Those dissertations that exceed the permitted maximum 130 pages in compliance with the formatting requirements, are considered defective and cannot be submitted and accepted.

- A4 paper size,
- Faux leather covering,
- Min. 2.5 cm margins,
- Single spacing, Times New Roman font,
- 12-point font size, 10-point for tables.

The literary sources used must always be referred to. For the method of citation and compiling the bibliography the Harvard referencing style is recommended. For further information pls. consult: <http://openjournals.net/files/Ref/HARVARD2009%20Reference%20guide.pdf>

The content requirements of the thesis summary

The candidate must also attach the thesis summary to the dissertation in 50 copies. The thesis summary of the dissertation includes (based on the Doctoral Regulation of the University of Miskolc):

- In Part I a brief summary of the research task,
- In Part II a brief description of conducted research and experiments, the methods of collecting material, the exploration and use of resources,
- In Part III a brief summary of the scientific results and their possible practical application.
- In Part IV the list of publications related to the dissertation's topic.
- In case of a dissertation using collective research or printed work the candidate describes in detail and accurately his/her work in the effort and the contribution to the results. The candidate must have the theses endorsed by the other members of the collective in

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

advance, who declare at the same time that they recognize the results presented in the theses as the results of the candidate.

Formatting requirements of the thesis summary

- The Title Page includes „Theses of PhD dissertation” designation, the name of the Doctoral School, the name of the head of the Doctoral School, the name of the supervisor, the name of the candidate and the title of the dissertation, place and time (year) of the dissertation.
- The thesis summary includes the table of contents, parts indicated at the content requirements, bibliography, publications of the candidate.
- The thesis must be prepared in Hungarian and English.
- A5 paper size, paper binding
- 2.5 cm margins, single spacing, Times New Roman font, 12-point font size

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 9

Study plan of English language PhD course

The course and credit structure is the following:

Semesters	I.	II.	III.	IV.	V.	VI.	VII.	VIII.
Core	5 (k)	5 (k)	5 (k)					
Required for specialisation – research field	5 (k)	5 (k)	5 (k)					
Required for specialisation – research topic		4 (k)	4 (k)	4 (k)				
Elective	3 (b)	3 (b)	3 (b)	3 (b)				
Teaching activity	3	3	3	3	3	3	3	3
Research activity	9	9	9		9	9	9	9
Complex exam				25				
International research cooperation*					30			
Publications	min. 36							

Legend: (k) – 5-scale exam; (b) – 3-scale grading.

* Note: the International research cooperation can be substituted by extra-publication credits.

List of courses in the English language line of studies

The syllabus (including the study goal, the required and suggested reading, the assessment method, and the course structure) is attached to the study programme, and is also available online at http://gtk.uni-miskolc.hu/doktoriiskola/course_structure webpage.

Semesters	I.	II.	III.	IV.
Core	Economic theory (Bartha Zoltán)	Research methodology (Balaton Károly)	Quantitative analysis (Szilágyi Roland)	x
Required for specialisation				
Economics	Space economics (Kocziszky György és Benedek József)	Comparative economic systems (Benedek József)	Finance (Bozsik Sándor)	x
Business	Scientific Problems of Business Economics (Illés Mária)	Marketing theory (Piskóti István)	Organizational theory (Kunos István)	
Compulsory related to the research topic				
Economic theory and method (Szilágyi Roland)	x	Business forecasting (Varga Beatrix)	Public economics (Bartha Zoltán)	Modern market theory (Sáfrányé Gubik Andrea)
Space economics (Kocziszky György)	x	Tools of regional analysis (Tóth Géza)	World economics (Nagy Zoltán)	Regionalism in the modern Europe (Benedek József)
Marketing schools and	x	Methods of market analysis (Molnár László)	Paradigms and applications of	International marketing (Dankó László)

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School		
			Version: A2

applications (Piskóti István)			social marketing (Nagy Szabolcs)	
Management (Veresné Somosi Mariann)	x	Strategic and innovation management (Balaton Károly)	Projekt management (Molnár Viktor)	Human resource management (Kunos István)
Finance and accounting (Pál Tibor)	x	Effects of international accounting of the Hungarian practice (Pál Tibor)	International finance (Kovács Levente)	Development and evaluation of controlling systems (Musinszki Zoltán)
Business economics (Illés Mária)	x	Public enterprise management (Kádárné Horváth Ágnes)	Managerial economics (Illés Mária)	Macroeconomic business environment (Pulay Gyula)
Elective courses	one is compulsory	one is compulsory	one is compulsory	one is compulsory

List of elective courses: Marketing strategy (Piskóti István); Environmental marketing (Nagy Szabolcs); Coaching (Kunos István); Sampling (Szilágyi Roland); Economic relations of Visegrad countries (Kuttor Dániel); Performance management (Veresné Somosi Mariann); Quality management (Berényi László).

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 10

Amendment proposals to the Operational Regulations of the Enterprise Theory and Practice Doctoral School

Measures to be taken to filter plagiarism

On 20 September 2017, the Doctoral School Council amended Section 9 of the Operational Regulations of the Doctoral School with the following provisions:

j.) The Doctoral School shall pay special attention to filter plagiarism to ensure that doctoral students can obtain a PhD degree in accordance with scientific ethical requirements.

To achieve this goal, the following measures will be introduced:

- a) The Secretary of the Doctoral School shall check the dissertation submitted to the departmental discussion for plagiarism. The results of the plagiarism checker software will be sent to the candidate's supervisor, the Head of the Doctoral School and the reviewers of the dissertation draft. The reviewers must declare in the critique they write that the dissertation complies with the scientific ethical requirements of publication.
- b) A departmental discussion may only be held if the reviewers have declared that there is no scientific ethical objection to the dissertation. If a reviewer of the preliminary debate has made a scientific ethical objection, the Disciplinary Doctoral Council must be informed. In this case, after the correction, the dissertation must be run through the plagiarism checker software program again, the result of which must be sent to the official reviewers.
- c) Reviewers of the final version of the dissertation must declare whether the dissertation complies with scientific ethical requirements.

UNIVERSITY OF MISKOLC	Operational Regulations of the Enterprise Theory and Practice Doctoral School	
		Version: A2

Annex 11

Requirements and contents of the complex exam in the Enterprise Theory and Practice Doctoral School

The PhD students who have begun the doctoral studies in the September of 2016 or later, have to make a complex exam at the end of the 2nd study year (end of 4th semester). So the students who have begun the doctoral studies in the September of 2016, have to fulfil the complex exam in May-June 2018.

Requirements of complex exam:

- The collection of at least 90 credits, from which every study credits.
- To fulfil the study requirements the students have to collect at least 40 credits.
- The credit values of each subjects are summarized in the 9. and 10. Annex of the Doctoral Regulation. (It is downloadable from the website of the Doctoral School.)
- The credit values of the given publications are summarized in the 4. Annex of the Doctoral Regulation.
- The students have to register for the complex exam one month before the beginning of the examination period.
- Making and submitting the dissertation draft. The length of the dissertation draft should be between 40 and 80 pages. The dissertation draft has to be submitted to the administrator of the Doctoral School at least two weeks before the complex exam.
- The content requirements are the following:
 - literature review,
 - methodological background behind the empirical work,
 - exact description of the research sample,
 - methods applied for data collection and analysis,
 - time schedule and costs of the research,
 - expected results,
 - research plan for the second two semesters,
 - schedule of the publications.

Content of the complex exam:

- The complex exam has got two parts:
 - Theoretical phase, which measures the theoretical background of the students. There is an oral exam from two compulsory subjects (or narrower research topic);
 - Dissertation phase, which measures the research results of the students.
- The complex exam subjects are selected by the Doctoral Council of the Faculty from the compulsory subjects of the study plan.
- In the complex exam the students present the dissertation draft also in oral presentation.
- The supervisor of the student has to evaluate the results also written and oral.
- The examination committee evaluates the theoretical and dissertation part of the exam with 0-1-2-3 points. The complex exam is successful if both parts are successful, so in both part there is a requirement of 60% grade. After successful complex exam the student can continue studies. If the theoretical part is unsuccessful the student can repeat it one time in the examination period.
- In the complex exam there is also written a protocol.